



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

Title IV, Part C Charter Schools Program (CSP) Grant Overview for Eligible Conditionally Approved Charter Applicants

The Office of the State Superintendent of Education (OSSE) administers the Charter Schools Program (CSP) grants to support the (1) planning and implementation of new charter local education agencies (LEAs), and (2) the replication and expansion of high-quality charter schools at existing LEAs. This document provides an overview of grants available for the first grant type, new charter LEAs in the District of Columbia.

Upon conditional approval from the DC Public Charter School Board (PCSB) to open a public charter school, a new LEA may apply to receive a CSP Planning and Implementation grant from OSSE. The following information will explain the CSP grant, eligibility and application requirements for the grant, and what to expect from your partnership with OSSE.

Purpose of the CSP Federal Grant Program

The federal goals of the CSP are to:

- Expand opportunities for all students, particularly traditionally underserved students, to attend charter schools and meet challenging state academic standards
- Provide financial assistance for the planning, program design, and initial implementation of public charter schools
- Increase the number of high-quality charter schools available to students across the United States
- Evaluate the impact of charter schools on student achievement, families and communities
- Share best practices between charter schools and other public schools
- Encourage states to provide facilities support to charter schools
- Support efforts to strengthen the charter school authorizing process

Eligibility for a CSP Planning and Implementation Grant

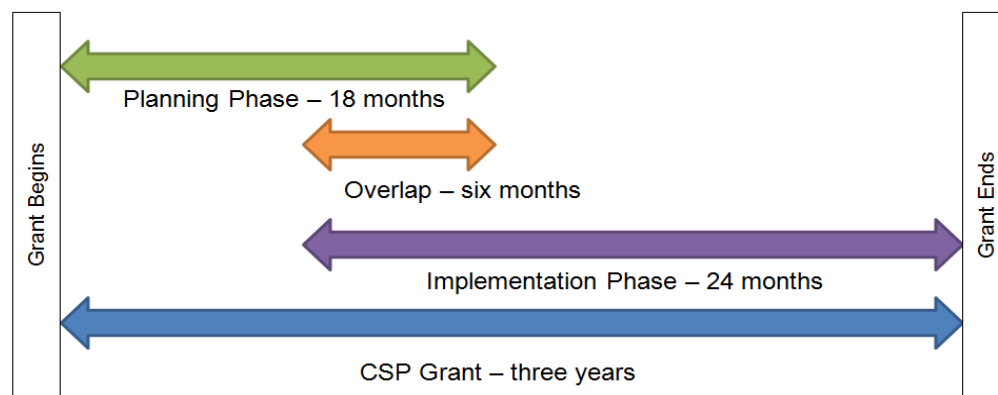
All applicants must have conditional charter approval from PCSB and meet the requirements set forth in the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA), which include meeting the [federal definition of a charter school](#) under Section 4310. Additionally, public charter schools receiving this grant funding must serve students in grades between pre-K 3 and 12 or offer a high school diploma.

Public charter schools already receiving CSP funds through a Charter Management Organization (CMO) grant from the US Department of Education are not be eligible to receive additional CSP

funds from OSSE. Additionally, a developer or school that has previously received CSP grant funding under another school name or before being reconstituted or rechartered is not eligible to apply.

If you have any questions regarding your LEA's eligibility to receive CSP funds, please reach out to Stacy Kirk, program analyst (Stacy.Kirk@dc.gov).

CSP Planning and Implementation Grant Structure



The grant is divided into two phases: planning and implementation. During the planning phase, new charter schools refine their educational program, put systems in place for effective operation, and hire and train staff. The implementation phase is focused on preparing to open the doors to students and successfully launching the initial school years.

New LEAs will receive \$750,000 in each phase, for a total of \$1.5 million in funding. The planning phase will begin on the date of conditional approval by PCSB and last no more than 18 months. The implementation phase will start on the date of full charter approval by PCSB and last no more than 24 months. In some cases, grantees may choose to defer the start of the award to a later date. The maximum possible duration of the entire grant period is three years.

During the planning and implementation phases, CSP grantees may use funds for:

- Preparing teachers, school leaders, and specialized instructional support personnel, including through paying costs associated with:
 - Providing professional development
 - Hiring and compensating, during the eligible applicant's planning period specified in the application for grant funds, one or more of the following:
 - Teachers;
 - School Leaders;
 - Specialized instructional support personnel.
- Acquiring supplies, training, equipment (including technology) and educational materials (including developing and acquiring instructional materials).

- Carrying out necessary renovations to ensure that a new school building complies with applicable statutes and regulations, and minor facilities repairs (excluding construction).
- Providing one-time, start-up costs associated with providing transportation to students to and from the charter school.
- Carrying out community engagement activities, which may include paying the cost of student and staff recruitment.
- Providing for other appropriate, non-sustained costs related to the activities of opening and preparing for the operation of a new charter school when such costs cannot be met from other sources.

More complete information on permissible uses of CSP grant funds will be provided at a mandatory grant orientation session hosted by OSSE. Generally, most resources aligned to the above purposes can be purchased with the grant.

Recommendations for Grantees

When you receive grants from OSSE, you will be able to access funds on a reimbursement basis after expenses are incurred, not as a lump-sum payment up front. Since reimbursements cannot be requested until the CSP grant application is approved, OSSE advises that new LEAs plan for a several-month gap in funding between the date of conditional charter approval and receiving the first reimbursement payment.

OSSE strongly encourages applicants to use a portion of CSP funds to cover costs associated with Board of Trustees training and development, the establishment of a data system compatible with OSSE and PCSB data system(s), and the development and production of a fiscal management manual. Applicants are also encouraged to use funds to address any stipulations mandated by PCSB within the conditional charter approval letter.

How to Apply for a CSP Planning and Implementation Grant from OSSE

After your charter school has been conditionally approved by PCSB, you will receive an invite from OSSE to an orientation. You will then need to submit the following to apply for a CSP Planning and Implementation grant:

- Required certificates, license, and registration to facilitate access to OSSE's [Enterprise Grants Management System](#) (EGMS):
 - [DC Basic Business License](#)
 - [DC Certificate of Clean Hands](#)
 - [DC Certificate of Good Standing](#)
 - [Federal System for Awards Management \(SAM\) registration](#)
- Tax and payment information forms needed to receive reimbursements from OSSE:
 - W-9
 - DC Master Supplier Information Collection form
 - DC Automatic Clearinghouse (ACH) Payments form
- A complete grant application submitted through EGMS, including:

- LEA contact information
- An itemized budget and brief narrative of how the funds will be used and a description of how each expenditure is necessary to support project activities and goals
- S.M.A.R.T. (*Specific, Measurable, Achievable, Reasonable and Time-bound*) performance and fiscal management goals
- Logic models describing the intended outcomes and explaining how you will achieve the stated performance goals
- A current Board of Trustees roster

Once OSSE has received all the above documents and approved the grant application, OSSE will provide a grant award notification (GAN) to the LEA through EGMS. The GAN outlines the terms and conditions of the grant award.

Accountability Measures for Grantees

OSSE uses the following processes to monitor the administration and implementation of the grant. Monitoring mechanisms include the following:

- Performance Agreement – An outline of the requirements and responsibilities of the grantee, including programmatic benchmark activities expected to be completed during the grant period. This agreement is developed by OSSE in consultation with the grantee and is signed by both parties within 30 days of receipt of the GAN.
- Performance Reports – OSSE will provide a template for performance reports. To complete these narrative reports, the grantee will provide details on progress made toward the goals outlined in their CSP grant application. Reports must be submitted to OSSE every six months throughout the grant period, with a final report due no later than 45 days after the end of the grant period.
- Risk-Based Monitoring – Each year, OSSE conducts monitoring on a select group of LEAs that have been in operation for at least one year. A monitoring team will conduct either a desktop or on-site visit to measure compliance with programmatic and fiscal requirements of the grant. If your LEA is selected, OSSE will contact you and walk you through the monitoring process.

Partnership with OSSE

OSSE is excited to assist you throughout the planning and implementation phases. Some ways OSSE will provide support during and after the grant period include:

- Providing competitive and formula grant funding opportunities for obtaining facilities, improving academic programs, supporting replication and expansion of the charter school, and forming partnerships with third-party education support groups;
- Offering direct loans and credit enhancement toward facilities costs;
- Providing technical assistance with grants management; and
- Coordinating start-up support with PCSB.

Additional Resources

- [CSP Nonregulatory Guidance \(updated January 2014\)](#)
- [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards \(2 CFR 200\)](#)
- [Education Department General Administrative Regulations \(EDGAR\)](#)

Contact Information

Stacy Kirk
Program Analyst
Office of Public Charter School Financing and Support
Stacy.Kirk@dc.gov